PowerPoint Final Study Guide

# Lesson One

1. When you start PowerPoint, which of the following displays first?

a) New Presentation dialog box

b) Open task pane

c) Choose a File task pane

d) Blank presentation

2. The Microsoft Office PowerPoint 2010 command appears on the \_\_\_\_\_\_\_\_\_\_.

a) Task menu

b) File menu

c) Start menu

d) Graphics menu

3. The small diagonal arrow in some command groups’ lower-right corner is a \_\_\_\_\_\_\_\_\_\_.

a) drop-down arrow

b) dialog box launcher

c) navigation control

d) gallery launcher

4. The Ribbon is divided into pages called \_\_\_\_\_\_.

a) groups

b) menus

c) tabs

d) icons

5. Which of the following commands does *not* appear on the File menu?

a) New

b) Save As

c) Export

d) Print

6. After opening Backstage view, you can change PowerPoint settings by clicking what command?

a) Office

b) Settings

c) Options

d) Customize

7. When your computer is connected to the Internet, a Connected to Office.com indicator appears in the \_\_\_\_\_\_\_\_\_\_ of the PowerPoint Help window

a) Title bar

b) Upper right corner

c) Lower right corner

d) Lower left corner

8. You can change the current view using \_\_\_\_\_\_\_\_\_\_.

a) commands on the View tab

b) buttons on the status bar

c) options on the File menu

d) both a and b

9. Which of the following is not a standard PowerPoint view?

a) Normal view

b) Online view

c) Slide Sorter view

d) Notes Page view

# Lesson 2

1. Which of the following is an advantage to using a blank presentation to start a slide show?

a) You can focus on writing text rather than on formatting.

b) A blank presentation is automatically saved when you close it.

c) Blank presentations have more slide layouts by default than any of the templates.

d) Only blank presentations display a title slide as the first slide.

2. A content placeholder can hold \_\_\_\_\_\_\_\_\_\_.

a) text

b) a picture

c) a table

d) any of the above

3. To enter text in a placeholder, you must first \_\_\_\_\_\_\_\_\_\_.

a) click in the placeholder

b) double-click the placeholder

c) right-click the placeholder

d) delete the sample text in the placeholder

4. A drop-down list that displays thumbnails of different choices is called a \_\_\_\_\_\_\_\_\_\_.

a) dialog box

b) shortcut menu

c) gallery

d) group

5. To create a presentation from a template stored on your system, choose \_\_\_\_\_\_\_\_\_\_ in the New Presentations dialog box.

a) My Templates

b) Office Templates

c) Sample Templates

d) New from existing

6. A collection of font, color, and effect settings is called a \_\_\_\_\_\_\_\_\_\_.

a) template

b) design

c) layout

d) theme

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d) Notes Page view

# Lesson 3

1. You can find tools that format characters on the \_\_\_\_\_\_\_\_\_\_.

a) Home tab

b) Insert tab

c) Mini toolbar

d) both a and c

2. You can find the Small Caps font effect in the \_\_\_\_\_\_\_\_\_\_.

a) Font group

b) Font dialog box

c) Paragraph group

d) Text Effects drop-down list

3. To select a font color that is not a theme color, click \_\_\_\_\_\_\_\_\_\_ on the Font Color button's palette.

a) Non-Theme Colors

b) Additional Colors

c) Standard Colors

d) Design Colors

4. To change the distance between letters for a special effect, use the \_\_\_\_\_\_\_\_\_\_ feature.

a) Character Spacing

b) Font Spacing

c) Line Spacing

d) Title Spacing

5. By default, PowerPoint slides have one font for \_\_\_\_\_\_\_\_\_\_ and one for body text.

a) tables

b) headings

c) footers

d) text boxes

6. What does Format Painter do?

a) copies formatting

b) changes font color

c) applies boldface

d) changes text size

7. If you start a new paragraph after a centered paragraph, the new paragraph is \_\_\_\_\_\_\_\_\_\_.

a) centered

b) aligned to the right

c) aligned to the left

d) aligned at both sides

8. Which of the following is *not* a way you can modify a bulleted list?

a) change the bullet color

b) change the bullet symbol

c) change the bullet size

d) change the starting number

9. In the Bullets and Numbering dialog box, the size of bullets and numbers is set in \_\_\_\_\_\_\_\_\_\_.

a) points

b) pixels

c) percentage of text size

d) fractions of an inch

10. What tab becomes active when you click a WordArt graphic?

a) WordArt Tools

b) Drawing Tools Design

c) Drawing Tools Format

d) WordArt Format

# Lesson 4

1. To apply a theme, you must first activate which tab?

a) Home

b) Insert

c) Design

d) Slide Show

2. Themes appear in the gallery in \_\_\_\_\_\_\_\_\_\_.

a) groups by color

b) alphabetical order by name

c) order by heading font name

d) no particular order

3. The name of the current theme displays on the \_\_\_\_\_\_\_\_\_\_ to the right of the slide number information.

a) Ribbon

b) Slides pane

c) title bar

d) status bar

4. How many fonts are there in a theme?

a) 1

b) 2

c) 4

d) 5

5. The Format Background dialog box allows you to create which of the following backgrounds?

a) a plain color background

b) a picture background

c) a gradient background

d) all of the above

6. What will you see in the Layout gallery if you have applied more than one theme to a presentation?

a) The layouts from the first theme

b) Four layouts from each of the themes

c) Six layouts from each of the themes

d) All of the layouts from all of the themes

7. You can change a slide’s layout \_\_\_\_\_\_\_\_\_\_.

a) at any time

b) only when you create the slide

c) when you add new content to the slide

d) only if you have too much content for the current layout

8. If you press \_\_\_\_\_\_\_\_\_\_ at the end of a Web address, PowerPoint automatically formats the text as a link.

a) the spacebar

b) Enter

c) Insert

d) both a and b

9. You can open the Header and Footer dialog box by clicking the \_\_\_\_\_\_\_\_\_\_ button.

a) Header & Footer

b) Date & Time

c) Slide Number

d) all of the above

10. You can recognize a hyperlink on a slide because it is \_\_\_\_\_\_\_\_\_\_.

a) larger than other text in the placeholder

b) underlined

c) a different color

d) both b and c

# Lesson 5

1. Which of the following is *not* a way to insert a table on a PowerPoint slide?

a) Click the Insert Table icon in a content placeholder.

b) Drag over a grid to select rows and columns.

c) Select from a list of Quick Tables.

d) Draw a table from scratch.

2. Which dialog box allows you to specify how many columns and rows a new table will have?

a) Rows & Columns

b) Columns and Rows

c) Insert Table

d) Insert Cells

3. How can you tell when an Excel worksheet object is open for editing?

a) The object displays a light blue border.

b) The object is highlighted on the slide.

c) The object has a heavy hatched border.

d) Both b and c

4. Which of the following actions creates a table on a PowerPoint slide that cannot be edited in Excel?

a) Copy Excel data and paste it using Paste Special.

b) Copy Excel data and paste it using the Paste button.

c) Import Excel data into a PowerPoint table.

d) Insert an Excel Table object on the slide.

5. What happens if you delete a column from a four-column table?

a) The table width stays the same and the remaining columns become wider.

b) The table width and the remaining columns are all reduced in size.

c) The table width is reduced and remaining columns stay the same width.

d) The table and the remaining columns all become wider.

7. What is the easiest way to ensure that all rows in a table are the same height?

a) Check the size of each row and then change row height to match others.

b) “Eyeball” each row’s height.

c) Use Distribute Rows.

d) Double-click each row border.

6. How do you resize a row?

a) Double-click the row border.

b) Drag the row’s bottom border.

c) Right-click the row border.

d) Use the Row Size button.

8. Normal, None, Narrow, and Wide are choices you can make on what gallery?

a) Cell Margins

b) Text Direction

c) Row Size

d) Column Size

9. Which of these options does *not* appear on the Delete button’s drop-down list?

a) Delete Columns

b) Delete Table

c) Delete Rows

d) All of the above appear on the list

10. You want to turn a blank column into a vertical bar at the left side of a table into which you will insert a stacked heading. To create the vertical bar, you would \_\_\_\_\_\_\_\_\_\_.

a) split the blank column’s cells

b) add a new blank column to the left

c) merge the blank column’s cells

d) distribute the columns

# Lesson 6

1. The Insert Chart dialog box allows you to \_\_\_\_\_\_\_\_\_\_.

a) choose how many columns and rows are plotted in your chart

b) select a location for the chart

c) insert the chart data

d) select the type of chart to create

2. If you do not have Excel on your computer, PowerPoint uses what program to create charts?

a) Microsoft Word

b) Microsoft Graph

c) Microsoft Visio

d) Microsoft Charting

3. How do you adjust the range border?

a) Click in the Range Border box and supply the correct cell reference.

b) Drag the range border to fit around the data to be charted.

c) Collapse the range border and indicate new cell references.

d) Double-click the range border’s sizing handle.

4. Which of the following changes might cause your chart to lose data?

a) changing a clustered column chart to a stacked column chart

b) changing a column chart to a pie chart

c) changing a 2D pie chart to a 3D pie chart

d) changing a column chart to a bar chart

5. Which Ribbon tab gives you options for changing a chart type or applying a preformatted layout?

a) Chart Tools Design

b) Chart Tools Layout

c) Chart Tools Format

d) Insert

6. What kind of chart is good for comparing values side-by-side from multiple data series?

a) line

b) pie

c) surface

d) column

7. Which type of chart draws its data from only a single column or row of data?

a) column

b) bar

c) pie

d) line

8. What types of charts can show the relationship of an individual category to the sum of all values?

a) column and bar

b) pie and area

c) bar and line

d) column and line

9. Which of the following is *not* a type of chart you can create in PowerPoint?

a) surface

b) column

c) bubble

d) lever

10. Which of the following is a data marker?

a) all of the columns for a particular category

b) one point on a line chart

c) two slices of a pie chart

d) none of the above

# Lesson 7

1. An organization chart shows \_\_\_\_\_\_\_\_\_\_.

a) relationships among matrix items

b) a continuous process

c) how parts relate to a whole

d) relationships among personnel

2. You use SmartArt diagrams to present \_\_\_\_\_\_\_\_\_\_.

a) numerical data

b) tabular information

c) text information

d) graphical information

3. Which of the following is *not* a SmartArt type?

a) List

b) Relationship

c) Pyramid

d) Focus

4. Which two layouts can show a process?

a) List and Process

b) Relationship and Cycle

c) Matrix and Pyramid

d) Process and Cycle

5. If it is not important what order information appears in, you would most likely use what kind of diagram?

a) List

b) Process

c) Relationship

d) Pyramid

6. In an organization chart, which of the following shapes is usually shown on a separate level?

a) management

b) assistant

c) superior

d) associate

7. In the Text pane, shape text appears as a(n) \_\_\_\_\_\_\_\_\_\_.

a) indented bullet item

b) [Text] placeholder

c) first-level bullet item

d) empty placeholder

8. In most diagrams, text can appear in \_\_\_\_\_\_\_\_\_\_.

a) shapes

b) bullet lists

c) text boxes

d) both a and b

9. You can find Quick Styles for a SmartArt diagram on which tab?

a) SmartArt Tools Format

b) Home

c) SmartArt Tools Design

d) SmartArt Styles

10. Which of the following is *not* a standard SmartArt Quick Style?

a) Simple Effect

b) Colorful Effect

c) Moderate Effect

d) Intense Effect

# Lesson 8

1. Which of the following is *not* a media type you can search for in the Clip Art task pane?

a) Clip Art

b) Photographs

c) Diagrams

d) Sounds

2. If you insert a graphic on a slide that doesn’t have a placeholder, it will generally appear \_\_\_\_\_\_\_\_\_\_.

a) in the center of the slide

b) in the title placeholder

c) at the upper-left corner of the content area

d) at the lower-right corner of the slide

3. Which of the following is *not* a picture file format supported by PowerPoint?

a) GIF

b) JPEG

c) AI

d) TIFF

4. If you want to use a picture you located on the Internet in your presentation, what must you consider?

a) whether you need permission to use the picture

b) whether the picture is in a format PowerPoint can display

c) what size the picture is

d) both a and b

5. You have a picture that would be perfect on a slide, but the person in it is facing left instead of right. What option can you choose to make the picture face the opposite way?

a) Flip Vertical

b) Rotate 45°

c) Flip Horizontal

d) Reverse Orientation

6. You want to place a picture so that its top left corner is at a precise location on a slide. Where can you go to set this position?

a) Size group on the Picture Tools Format tab

b) Location group on the Picture Tools Format tab

c) Size and Position dialog box

d) Arrange group on the Picture Tools Format tab

7. A complex shape may have a \_\_\_\_\_\_\_\_\_\_ adjustment handle to allow you to modify the shape.

a) blue square

b) yellow diamond

c) hollow square

d) yellow circle

8. Which of the following categories contains the Rectangle, Oval, and Triangle shapes?

a) Plain Shapes

b) Flowchart

c) Basic Shapes

d) Standard Shapes

9. Add text to a shape by \_\_\_\_\_\_\_\_\_\_.

a) right-clicking the shape and selecting Add Text

b) clicking in the shape and keying the text

c) double-clicking the shape to open a text box

d) inserting a text box in the shape

10. If you want to move a shape above some shapes and below others, you use the \_\_\_\_\_\_\_\_\_\_ option.

a) Bring to Front

b) Bring Forward

c) Move Forward

d) Move Up

# Lesson 9

1. Transitions are

a) entries of individual objects on a slide

b) emphases of individual objects on a slide

c) movements from one slide to the next slide

d) all of the above

2. Which of these can you assign to a transition?

a) video clip

b) clip art

c) sound

d) all of the above

3. A transition's Duration refers to

a) the total time the slide remains onscreen

b) the time it takes for the transition to execute.

c) the time the slide remains onscreen minus the transition time

d) the aggregate time of all the animations on the slide

4. In Slide Sorter view, what happens when you click the small star icon below a slide?

a) It switches to Slide Show view

b) The transition is previewed

c) It switches to Normal view

d) a and b

5. The After setting determines how many seconds

a) before the presentation advances to the next slide

b) the transition effect takes to execute

c) the animations will wait before executing

d) the slide show will pause after the last animation, before advancing to the next slide

6. Animation effects apply to

a) Slides

b) Sections

c) Objects on slides

d) All of the above

7. What type of animation moves an object off a slide?

a) Entrance

b) Emphasis

c) Exit

d) Motion path

8. For an entrance animation effect, Fly In is an example of a(n):

a) Animation

b) Effect Option

c) Sound

d) Transition

9. If you have three consecutive animations that are all to occur With Previous, each one 4 seconds in duration, how long will it take for all three to execute?

a) 4 seconds

b) 8 seconds

c) 12 seconds

d) 16 seconds

10. How is the starting point of a motion path animation indicated onscreen?

a) Red arrow

b) Green arrow

c) Blue arrow

d) Yellow arrow

# Lesson 10

1. Use comments to \_\_\_\_\_\_\_\_\_\_.

a) remind yourself of tasks to complete on a slide

b) provide feedback while reviewing a presentation

c) point out a place where a change is needed

d) all of the above

2. Which of the following does *not* display when you view a comment?

a) the full name of the person who inserted the comment

b) the date on which the comment was inserted

c) the number of words in the comment

d) both a and b

3. Where can you find the Edit Comment option?

a) as a button on the Review tab

b) as a command on the Office menu

c) as a command on a shortcut menu

d) both a and

4. Which of the following is an option on the Delete button’s drop-down list?

a) Delete

b) Delete All Markup on the Current Slide

c) Delete All Markup in this Presentation

d) all of the above

5. If you save a PowerPoint 2010 presentation that contains SmartArt graphics to an earlier version of PowerPoint, such as PowerPoint 97-2003, what will happen to the graphics?

a) They will look the same but you will not be able to edit them.

b) They maintain the same functionality as in PowerPoint 2010.

c) They will disappear from the slides.

d) They will be converted to empty placeholders.

6. How are comments from different users differentiated?

a) Initials

b) Symbols

c) Shapes

d) both a and c

7. How are comments numbered?

a) By order in the presentation

b) By order in which they were created

c) By author

d) By length

8. Use the \_\_\_\_\_\_\_\_\_\_ pane to see what differences exist between merged versions of a presentation.

a) Modify

b) Revisions

c) Compare

d) Combine

9. How do you add a password to a presentation?

a) File, Protect Presentation, Encrypt with Password.

b) Review, Security, Password

c) View, Security, Set Password

d) File, Save & Send, Password

10. Which of these would be the hardest password to guess?

a) Gertrude

b) 1492

c) ProtectMe

d) RS$4621@